

YCC Rules & Expectations

General Professionalism

- Wear uniform properly
- No profanity including language that would offend any race, religion, sexual orientation, or gender.
- Respectful to co-workers and the public.
- Mature posture (no lounging, no feet on the tables)
- Be punctual - you need to be on time! You will be penalized if you are late to work. If you are late when we have a field trip, WE WILL NOT WAIT! (inform your driver and supervisor!)
- Come prepared (food, water, appropriate attire)
- Clean up after all activities (van, kitchen, workspace, living space, restroom, etc.)
- NO USE OF ANY ELECTRONIC DEVICES WHILE WORKING (Ex: phones, tablets, and iPods)

Dress Code

The following dress is a condition for work and must be worn each day unless instructed otherwise. If you are judged to be inappropriately dressed, you will not be allowed to work and not be paid.

1. Long pants that cover the opening of the shoe and remain fixed above the hips, concealing the underwear.
2. YCC T-shirt and/or sweatshirt with flagging vest.
3. Closed-toed work boots with slip-resistant tread and ankle support. No sneakers or sandals.
4. NPS or other acceptable ball-cap (no logo) must be worn. School ball-caps with logo may be worn.
5. Jewelry must be kept to a minimum. No large earrings or nose rings. No loose bracelets or necklaces.
6. Keep all personal protective gear with you at all times.

Care of equipment, gear, and vehicles

- Inform a supervisor or project lead before taking equipment
- Responsible for all supplies, gear and equipment issued to you (gloves, pens, uniform, tools, equipment, etc.)
- Maintain proper organization (vehicles, tools, personal items)

Group safety and tool use

- Do not throw tools, put away safely
- Always store tools with sharp side down
- Only use tools as they are designed to be used
- When using tools observe a 10ft safety zone when working around others
- Do not feed or harass the wildlife
- Carry out what you carry in (pick up all group trash)
- Be aware of your co-workers, remind each other of safety rules (staying hydrated)

Personal Safety

- It is required that you inform your supervisor of any serious medical conditions you have. Keep medication needed for these conditions with you at all times (e.g. inhaler, Epi-pen, etc.)
- Always fasten seat belts in vehicles
- Providing your own lunch is required
- Water, water, and more water – never leave home without water
- Use sun protection (sun screen, visor hats, long sleeves, gloves etc.)
- Be aware of hazards around you
- Scan body for ticks after leaving the fields
- Be aware of Poison Oak (in case of contact, cleanse area appropriately with Tecnu)
- When working outdoors, remain with group unless instructed otherwise

**ZERO TOLERANCE for alcohol and drug possession/use. Employees found with drugs or alcohol or under the influence will be released from the program immediately
NO EXCEPTIONS!**

3 Strike Rule Disciplinary Process

Not complying with the Rules and Expectations above will result in the following:

Strike 1:

- Verbal and written warning from YCC Supervisor

Strike 2:

- Employee sent home for the remainder of the day. Payment for lost time will be withheld.
- Discipline referral to YCC Program Managers. Warning will be issued of release from program.
- Parents will be notified.

Strike 3:

- Employee released from the program.

All serious offenses are subject to immediate release from the program with no warning.

I have read and agree to the Rules and Expectations outlined above and understand the disciplinary process should I fail to comply.

YCC Signature _____ Date _____

Parent Signature _____ Date _____